



Let us take the strain...



London • Guernsey • India • Hong Kong



www.ehminternational.com



Welcome

EHM International are a highly qualified team of experienced professional accountants and administrators. Our extensive knowledge, expertise and dedication to accuracy, helps bring flexible, cost-effective outsourcing solutions to our clients.

EHM is a privately owned business with a successful trading history, built upon proven success and wide-ranging market expertise.

EHM provide administration services for both private equity funds with a range of asset classes from equities, fixed income, derivatives and commodities, and a range of small to medium sized companies.

Our clients range from small start up funds with few investors, to large asset managers with capital in excess of \$1.8 billion, and from small, new businesses to well established companies.



Services

- Accountancy and Administration
- Fund and Investment Accounting
- Taxation
- HR
- Payroll
- Compliance
- Company Secretarial



Benefits

As industries grow and times change, an increasing number of companies and funds are outsourcing the operational and administrative aspects of their business to a third party administrator. At EHM, we will provide the various accounts, administrative and client service related functions to meet your business' needs. Some of the benefits of outsourcing administrative and operational functions include:

- Increased investor confidence
- Enabling management to focus on other business activities
- Improves efficiency
- Reduces expense
- Access to state of the art accounting and reporting systems
- Work is performed by experienced industry specialists
- Scalability enables rapid increases in assets
- In the case of Fund Administration, the cost is normally incurred by the Fund rather than the Company.

Both expertise and commitment to providing our clients with quality and value, makes EHM the intelligent choice for all of your administrative needs.

Accountancy and Administration



Accountancy

- **Accounts payable** – Our services include purchase order and invoice matching, BACS payments and supplier statement reconciliation
- **Accounts receivable** – We can generate your invoices and statements
- **Treasury Management** – We can maximise returns on your liquid assets by using our strong historic relationships in the financial market
- **Account reconciliation** – Our accountants will reconcile all your financial ledgers and bank accounts
- **Weekly / monthly management reports** – We will tailor our reports to your specific requirements
- **Preparation of budgets and cash flow forecast** – We can provide financial projections based upon your historic results and business plans
- **Preparation of interim and annual financial statements** – We can provide a timely service for any entity; PLC's, Privately Owned or Partnership LLP's
- **Liaising with Company's Auditors** – We will work with your auditors so that all findings, recommendations and reviews are satisfactorily resolved

Company Formation & Secretarial Services

- Business start-ups and planning
- Raising finance – working capital
- Preparation and filling statutory returns and other documentation
- Drafting papers for board meetings and AGM
- Taking minutes and assisting with resolution

Business Development & Consultancy

- Provide consultancy to corporate organisation to structure the business
- Cost and value analysis for the business to improve the profitability of your business
- We also provide more specialist tax and social security advice for both employers and employees of new companies starting business in the UK for the first time

Taxation

We have numerous specialists who can assist your tax profile ensuring the amount of tax you pay is limited.

We can provide and complete the following:

- P35, P60, P11d year end forms. Please see Payroll section for more details
- Corporation tax – computation and submission
- VAT – computation and submission. We also produce exceptional methodologies to suit your business

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Fund and Investment Accounting



Fund Accounting

- Maintaining financial records of the funds
- Processing trades, settlements, dividends and interest receipts
- Reconciliation of assets
- Multi currency accounting
- Income and dividend collection
- NAV calculation
- Fee calculation
- Preparation of annual, bi-annual and quarterly accounting statements
- Maintaining the financial accounting records for the management company of the fund on a monthly basis. Each month, we will create a comprehensive set of financial reports for the management company including an Income Statement and Balance Sheet
- Performance Reports including commentary
- Quarterly Board Packs

Trade Settlements and Asset Valuations

We value all the assets of the portfolio using quoted market prices and assist in the preparation of the managers/advisors report for private equity valuations.

Investment Information Services

- Investor communications
- Distributing monthly statements, notices, audit reports and tax forms to your investors and any other interested parties designated by an investor
- Corporate Secretarial
- Maintenance of books and records
- Compliance with Regulator requirements and relevant filings

Corporate Management

- Consultancy in legal, fiscal, accounting and technical matters
- Audit process support
- Collaborating with the fund's auditors to help ensure a timely and efficient completion of the annual audit
- Preparing all required schedules, and generally assisting in the completion of the audit

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Charity

We are a highly qualified team of experienced professional accountants. Our extensive knowledge, expertise and dedication to accuracy, helps bring flexible, cost-effective outsourcing solutions to our clients.

Using our specialist team, we provide a full range of outsourced services charities and a not-for-profit organisations..

Our services are flexible and clients are able to choose the extent to which they can outsource to us. This allows them to meet their needs and can supplement any in house resource they may already have.

Our services to charities and not-for-profit organisations include:

- Annual accounts preparation.
- Corporation Tax returns (should your social enterprise requires for one to be complete).
- Book-keeping and management accounts – to support you with managing and understanding your income and expenditure, and forecasting effectively. This includes financial health checks as well as help setting up your book-keeping systems.
- Payroll services – simply pay per employee and feel confident that your Real Time Information reporting to HMRC is being completed on time.
- Incorporation services – we can create your social enterprise at Companies House, with advice on the most appropriate structure, and completion of all forms on your behalf.

- Company Secretarial service – to file documents and produce the Annual Return with Companies House on your behalf, if your social enterprise is incorporated.
- VAT services – including VAT registration and reviews to check whether you should be VAT registered.
- Budgeting and cash flow forecast.
- Reviews of financial processes and systems to identify efficiency gains
- Consultancy projects to review the operational side of a charity for profitability gains

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HR



We can offer all or a combination of the following services:

- **Continuous monitoring and review of Terms & Conditions of Employment and Employment Policies & Procedures** – We can update Contracts, Employee handbooks and other policies can be made, all in line statutory regulations and best practise
- **Disciplinary & Dismissal procedures** – We can provide you a regular helpdesk service to give initial advise on the correct application of grievance, disciplinary and dismissal processes
- **Recruitment** – We can provide a specialist recruitment Consultant with 30+ years experience in assisting clients with recruitment into just about every function and at every level
- **Performance Management** – We have a team who can assist you to introduce Performance Appraisals, including a one day or two day training of Directors and Managers in the use of Appraisals
- **Employee Relations** – We can supply a specialist personnel Adviser to the whole of an organisation which means that they are available to advise staff as well as Managers on any employment issues that concern them
- **Redundancy Process Guidance and Management** – We can act as the advisor to the management team from the planning stage to the consultation process. Our specialists have been involved actively in the consultation meetings, but more often they are invited to chair appeal meetings
- **Outplacement counselling** – Despite long experience of this, our specialists would not undertake this sort of work for a client where they are also their HR Adviser. Instead we would use the services of an Associate
- **Equal Opportunity, Discrimination, Maternity, Paternity etc** – We keep our clients up-to-date on employment legislation, statutory regulations and proposed changes. Our specialists are able to provide prompt advice on this and related subjects
- **Employee Database/Streamlining of Records System** – We can help to create and oversee the internal personnel records ensuring that sensitive and personal information is stored confidentially with access restricted to only appropriate and designated employees
- **Health and Safety** – Our unique specialists can carry out a number of Health and Safety Audits for clients to ensure compliance with Health and Safety Regulations
- **Training & Development** – The Training & Development input will be to help identify training and development needs.

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Payroll



Our highly professional payroll team will work with accuracy, confidentiality and compliance on all your payroll matters and - above all - we will ensure your staff are paid on time.

Our service is fully comprehensive and tailored to suit your individual requirements. We pride ourselves on the quality and confidentiality of our service and will keep you up to date on the latest legislative changes. Our bi-lingual payroll staff work alongside French, European and other international clients. All our clients are made aware of all statutory requirements and we will provide you with a service level agreement to ensure performance expectations are understood, monitored and achieved. We work with different payment frequencies - weekly, monthly and irregular intervals.

Our payroll services include:

- PAYE registration for companies employing staff in the UK for the first time
- Advice about French/international employees retaining social security liability in their home country (Form E101, E102)
- Laser printed payslips for all staff, including copy payslips
- All calculations of PAYE, NIC, SMP, SSP, SAP, SPP pension as required
- Draft payroll for you to check prior to BACS transfer
- Processing share option schemes as required
- Completion of forms P46, P45, P86, P85, P38 (S) and P46 (CAR) when necessary
- Electronic filing of in year forms P45, P46, P46 (CAR) and P160

- Management reports tailored to your individual requirements
- Paper or electronic data submission for amendments via email
- Facility to import/export payroll data to Excel/CSV
- Flexible deadlines for submitting payroll information
- Reconciliation and electronic submission of all year-end return forms P35, P14, P60 and P38A
- Ability to allocate costs by percentage or a fixed amount across departments/cost centres
- Payment via BACS (we are a BACS accredited Bureau), including payments to third parties such as Inland Revenue, pension providers, attachment of earnings orders, SAYE, GAYE
- Dedicated helpline for payroll queries

Other services:

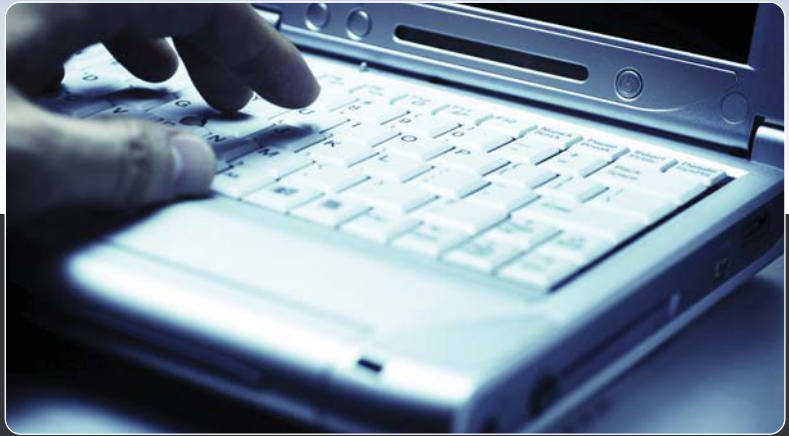
- Advice on benefits in kind relating to forms P11D and P9D
- Personal tax advice, including guidance for ex-pats
- Applying for dispensations
- General employment law advice
- Advice on/production of employment contracts
- Pensions advice and implementation of pension schemes
- Share option and incentive schemes

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Compliance

Compliance verification is more than confirming the existence of a document. We will verify that an insurance certificate or other legal document meets the requirements you set in your contract.

We will ensure that all your business relationships are fully compliant with your agreements from leases to service contracts. We can track multiple agreements including the tracking of multiple insurance carriers, policy numbers, varied expiration dates, endorsements and other details.

We will:

- Provide advice concerning effective wording of insurance in contracts and other documentation
- Track and verify compliance of insurance certificates and other documentation to ensure adequate coverage and endorsements, as well as insurance company solvency and other requirements
- Provide automatic reminders to your subcontractors, lessees, etc. when they have insurance renewals due
- Notify subcontractors, lessees, etc. when they have deficient certificates and explain exactly what must be amended to meet contractual requirements
- Provide you with monthly reports identifying the results of CSC's efforts and highlighting chronic cases of non-compliance and other problem situations
- Provide you with continuous access to all of your compliance records through secure Internet site

Purchase security at reasonable fees

We have found that organizations have growing concerns over tracking contractual obligations and investing great sums to administer programs internally. Between salaries, cost of employee benefits and payroll taxes, the expense to diligently track compliance can greatly impact an organization's bottom

line. We can provide services on an outsourced basis for a fraction of the cost of internal administration. In addition, our staff possess expertise in the field of Insurance and Risk Management.

Benefit from the results

Through our work for clients in nearly every industry, we consistently identify cases of internal compliance programs with deficient systems. Even those clients who believed they had set up a solid tracking mechanism have often failed to verify key information on third party documents that could have resulted in significant losses and increased premiums. These clients come to understand that the pursuit of correct certificates is a very time consuming activity.

Our work ensures your agreement standards are maintained by third parties. We reduce your potential for uninsured or underinsured claims resulting from those with whom you work. We commit to complete confidentiality with all client interactions.

Reports & validations of service

Depending upon your needs, quarterly or monthly reports are produced. Our reports:

- Show improvement of compliance levels from the
 - (a) date we were retained
 - (b) date of previous report
- Highlight areas & causes of non-compliance
- List third parties who have not provided a compliance document
- List third parties that have refused to respond or take efforts to reach full compliance

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